



JOB TITLE: ACCOUNTING CLERK–PART TIME

REPORTS TO: FINANCE COORDINATOR

FINANCE DEPARTMENT MISSION STATEMENT:

- To manage financial processes with integrity, initiative, and a positive enthusiastic attitude of service.
- To provide useful and timely financial reports to assist the leadership of Stonebriar Community Church toward effective decision making.

"We want to avoid any criticism of the way we administer this liberal gift. For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men." 2 Corinthians 8:20–21

JOB PURPOSE:

To support the bill-pay functions by entering invoice batches, reconciling totals, maintaining vendor files, and generating payments, as well as providing other project support as required.

DUTIES AND RESPONSIBILITIES:

Invoice Processing

- Enter invoice batches and reconcile system reports to batch totals
- Capture electronic images of invoices and support documents
- Route edit lists for approval
- Assure that payment requests include all required documentation

Payment Processing

- Prepare checks for signature, attaching support documents as required
- Sort checks for mail or delivery
- Process files for electronic payments

Record Retention

- Maintain vendor files in accordance with record retention schedule

Other Duties as Assigned

Regular Attendance Is Required

THE IDEAL EMPLOYEE WILL:

- Do well in a quiet, shared work environment
- Be well organized and detail-oriented
- Embrace a strong work ethic, working well with minimal direction
- Display an ability to guard confidential information
- Exercise discernment and maturity, reflecting a godly spirit
- Function well with coworkers, treating them with honor and grace
- Show a teachable and open attitude
- Reflect a commitment to personal growth and innovation
- Expect to be accountable for productivity during work hours
- Maintain a “customer service” attitude at all times
- Help to clearly communicate existing policies through consistent application

QUALIFICATIONS:

- Personal relationship with Jesus Christ
- Commitment to the Core Values and Statement of Faith of SCC
- Accounts Payable experience preferred
- Proficiency in Microsoft Word, Outlook, and Excel
- Shelby experience a plus

JOB STATUS:

- Part-time—27 hours per week (7:30 a.m.—5 p.m. M–W, some room for flexibility)
- Non-Exempt